



NATURAL RESOURCES SPECIALIST I

CHARACTERISTICS OF WORK:

This is the entry-level class of the Natural Resources Specialist series. An incumbent in this position develops the knowledge of the organizational structure and interaction of the functions, policies and regulations of the State Soil and Water Conservation Commission and the local soil and water conservation districts. The incumbent develops contacts with representatives of the local soil and water conservation district, its commissioners, and district staff. This incumbent will acquire the knowledge of the authorities and duties of the soil and water conservation commissioners and develop a good understanding of soil and water conservation district program guidelines and policies. The incumbent will develop a working knowledge of soil and water conservation principles, methods, practices, and procedures in order to provide assistance to conservation districts, in the development and implementation of conservation programs. Training will prepare incumbents for duties such as: advising conservation districts on long-range plans and current legislation concerning state and federally funded projects, interpreting policies of the Commission; data collection and reporting, assisting districts in the election and appointment process, promoting conservation programs in the districts providing assistance on assigned projects and programs. Direct supervision and training is received from the Division Director of Conservation Operations with limited latitude for independent judgment.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in agronomy, soil science, agricultural education, or a directly related field.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Develops knowledge of agency's organization structure, policies and procedures to ensure that policies are implemented at the local level.

Develops working knowledge of soil and water conservation principles, practices, methods, and procedures.

Provides assistance to conservation district boards in development and implementation of annual and long range plans and specialized programs.

Assists soil and water conservation districts in organizing and conducting field days, workshops and seminars for students and general public.

Provides assistance to district boards in the election and appointment process.

Assists in organizing and conducting workshops for training of district commissioners and employees.

Learns land use factors having an effect upon the natural resources of the state.

Keeps commissioners informed of the activities (conservation programs) and maintains interchange of information with districts in assigned area.

Secures participation in conservation projects/programs.

Assists in data collection and reporting on projects such as tree planting week, state funded cost share programs, and other associated functions.

Disseminates printed material such as pamphlets and booklets to the general public under the direction of supervisor upon receipt of written or verbal requests.

Prepares and presents reports when requested.

Establishes and maintains harmonious working relationships with state, federal, community representatives, and general public.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.